



Embassy of the United States of America
Monrovia, Liberia

MEMORANDUM

UNCLASSIFIED
OFFICIAL

December 13, 2020

To: Prospective Quoters

Subject: Request for Quotations number: 19L16021Q0001

Enclosed is a Request for Quotations (RFQ) MSG Cooking Services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

Quotations must include:

1. Section 1, Pricing
2. Section 3, Technical Proposal criteria
3. Section 5, Representations and Certifications

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Submit your offer to the following address:

Robert B. Burnett
General Services Officer
502 Benson Street (Main CAC)
Mamba Point, Monrovia - Liberia

“Quotation Enclosed”

Compliance with Section 4 - Evaluation Factors, and Section 5 - Representations and Certifications are vitally important to successfully submit a proper bid proposal.

Quotations are due by December 23, 2020 at 17:00 GMT

Sincerely,

Robert Burnett
Contracting Officer
U.S. Embassy, Monrovia

Enclosures: